

**Tri Parish of Immaculate Conception, St. Andrew, and Ste Croix  
Coordinator of Faith Formation  
Job Description**

**Job Title:** Coordinator of Faith Formation  
**Effective Date:** January 1, 2021  
**Status:** Part time (20 hrs/week for 40 weeks)

**General Description:**

The Coordinator of Faith Formation has overall responsibility for the management and oversight of the parish catechetical programs.

**General requirements:**

- The Faith Formation Coordinator should be a practicing Catholic who adheres to and models the Church's teachings in faith and morals
- The Faith Formation Coordinator should be an active participant in parish life.
- The Faith Formation Coordinator should have appropriate mental and physical health to accomplish the specific duties and responsibilities

**Specific Duties and responsibilities:**

- Administer (design, develop, direct, communicate, and evaluate) the faith formation program
- Work with parents to ensure support and involvement of the family in the parish catechetical program
- Prepare a yearly calendar of events prior to program start-up
- Recruit and train faith formation catechists
- Ensure materials for students and teachers are available
- Ensure that catechists have police checks and diocesan protocols completed and returned to the parish office
- Promote the faith formation program (bulletins, Facebook, parish website, etc.)
- Ensure that registration forms are completed by parents and fees collected.
- Be prepared to provide catechesis when necessary
- Ensure an up-to-date file of student information is kept on the parish data system
- Ensure that registration of sacraments is recorded in the parish register.
- Communicate with parents as necessary (e.g. organize meetings with parents of those preparing for sacraments)
- Provide and monitor a budget in accord with direction of the pastor, the Religious Ed. Committee, and Tri-parish Council
- Evaluate the various programs' effectiveness to determine strengths and areas of improvement
- Plan the sacraments of First Communion, First Reconciliation, and Confirmation after consultation with the pastor (choosing a venue, meeting with parents, rehearsal, reception, etc.)

- Attend diocesan workshops for faith formation leaders, encourage teachers to take part as well, and bring back information and ideas for teachers unable to attend.
- Meet with the pastor once a week
- Chair the Religious Education Committee meetings

Other responsibilities may include:

- Coordinating RCIA program
- Coordinating monthly family events
- Coordinating a parish youth ministry
- Assume ex officio membership in the Tri-Parish council at the pastor's request

Interested parties should apply in writing to  
Tri-Parish Office  
42 Summerside Road  
P.O. Box 24  
Heatherton, NS B0H 1R0

Application Deadline: December 15, 2020